

Catalyst Objective Leaders Meeting Minutes February 2, 2009

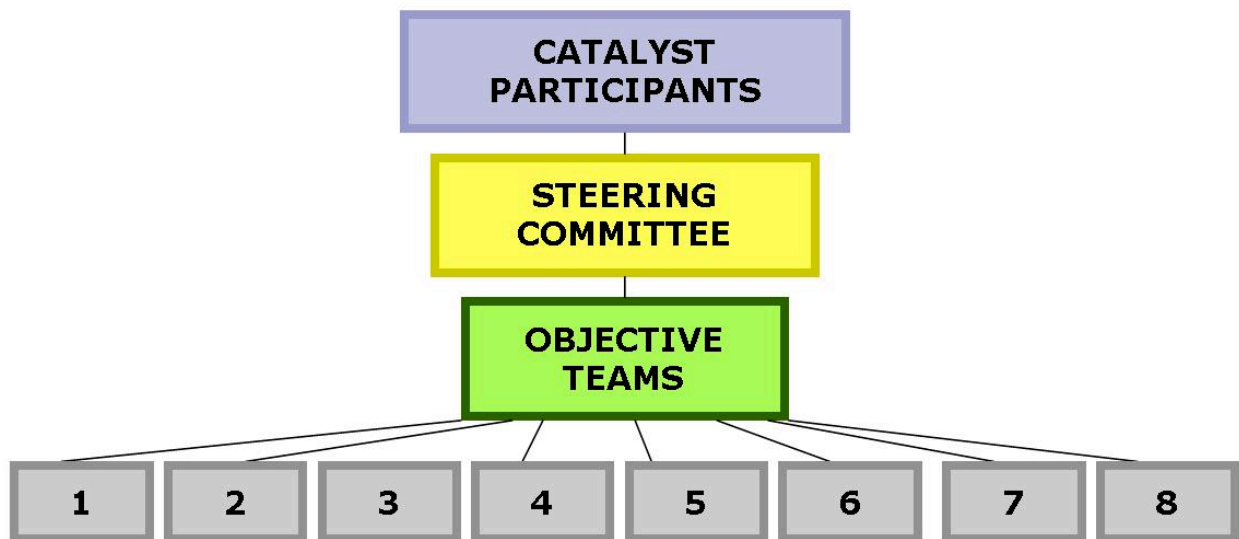
The meeting convened at 7:00pm with the following people present:

John Joseph, Objective I
Jim Wood, Objective II
Norm Anderson, Objective III
Geoff Hill, Objective IV
Doug Carnrick, Objective V
Iver Lofving, Objective VI

Shannon Haines, Objective VII
Marilyn Canavan, Objective VIII
Mike Roy, Coordinator
Elery Keene, Coordinator
Mike Kelly, Running Start Institute
Larry Lemmel, Running Start Institute

Mike Roy began by welcoming everyone and noting that all eight (8) objective teams were represented.

Organizational Structure: The group reviewed the question of how the implementation of the Catalyst objectives will proceed. What is missing is the structure of a coordinating /steering group in between the Catalyst participants (all 60 people who participated in the Catalyst event) and the eight (8) Objective teams. It was agreed that the organizational structure of the Catalyst Initiative would look something like this:



Steering Committee: After substantial discussion it was agreed to form a Catalyst Steering Committee with the following suggested members:

Mike Roy
Sally Harwood
Elery Keane
Mike Kelley/Larry Lemmel
Iver Lofving

Winslow Rep. (Mike Heavener?)
Oakland Rep. (Dennis McLellan?)
Fairfield Rep. (?)
Communication Committee Member (Steve Erario)

It was agreed that one of the first responsibilities of the Committee should be to develop a purpose statement. It was also understood that this is all very new and that the organizational structure could evolve into something much different in the future.

There may be a need to recruit additional people than those shown above so if any member of the Catalyst group is interested please contact Mike Roy at Waterville City Hall.

Coordinators: Mike explained that he, Elery and Sally have volunteered to act as coordinators or staff to the Steering Committee. For the time being, all news communication should be directed to Mike Roy at City Hall (mroy@waterville-me.gov).

Communication: It was agreed that eventually most, if not all, communication should be directed through the Communication Committee. For the present, some of this will happen through the Steering Committee so it will be important that both groups work together through this and it is important that there be a member of the Communication Committee on the Steering Committee.

Objective Team Leaders Training: Mike Kelley and Larry Lemmel distributed a copy of the Catalyst Implementation Guide, a copy of which has been posted to the City's website. This was reviewed in detail with all team leaders and Larry stressed that this document should be listed with the Final Report as two of the "official" documents of the Catalyst process. Team leaders were encouraged to meet as soon as possible and to call for help when needed. All were urged to notify Mike Roy regarding meeting dates so that we can be kept abreast of how progress is going. It was noted that two (2) of the Objective Teams had already met and that all others were planning to do so in the next 7-10 days.

Larry volunteered to return after a few months to troubleshoot and/or provide additional coaching.

Annual Meeting: It was agreed that the Catalyst participants should meet three times per year – spring, fall and winter to hear reports on progress from the different teams.

Other Business: John Joseph (Objective I) reported that Mr. Kerry of the State Energy Office will be speaking at 6:00 on March 3rd at Thomas College. All were encouraged to attend.

There being no further business to consider, the meeting was adjourned at 9:05pm.

Respectfully Submitted,

Michael J. Roy